

# **CONTROLLER**

## **General Statement of Duties**

Performs specialized professional financial management tasks in accounting, budgeting, fiscal control, and financial analysis work for the company.

## **Distinguishing Features of the Class**

An employee in this class performs a variety of professional accounting tasks in support of the finance and budgeting operations of the company. Work involves researching and applying accounting or administrative procedures, principles of bookkeeping, and basic fund accounting to the review and processing of accounting and other financial documents; reviewing account activity and preparing interpretative and analytical financial reports; responding to requests for finance or budget data; assisting the auditors with requests for information; assisting in the oversight and review of finance functions such as payroll, accounts payable, investments, and billing and collections, and calculation of capital credits; and backing up other staff as needed. The employee works with various systems and programs to prepare financial reports, conduct financial analysis, make journal entries, conduct cash flow analysis, and assist in budget preparation and tracking. Work is performed under the general supervision of the Chief Executive Officer and is evaluated through conferences, accuracy and completeness of records and reports, and by an independent audit of financial records.

## **Duties and Responsibilities**

### **Essential Duties and Tasks**

- Prepares a variety of financial reports related to accounts, funds, debt service, and budgetary issues; performs research and analysis of trends and other issues; uses various report writing and spreadsheet applications to analyze data and complete reports; tracks expenditures and revenues throughout the year.
- Performs a variety of duties assisting with tracking the current year and the preparation for the new year's budget including initializing and updating software requirements; developing unit worksheets; reviewing consolidated entries; and preparing reports and supporting documentation for Board work sessions and meetings; compiles reports comparing budget versus actual expenditures; provides support to departmental staff on departmental budgets and expenditures.
- Maintains fund and account structure; ensures adherence to required financial guidelines; establishes new funds and accounts as needed; adjusts account code structure as needed.
- Provides oversight to the general accounting, accounts payable, and payroll functions; analyzes work processes and assignments for effectiveness and efficiency and recommends procedural changes as needed.
- Recommends and monitors implementation of standard procedures for organizational financial and internal control issues; ensures the company's adherence to laws and accepted accounting principles as they relate to financial and reporting issues.
- Oversees the calculation and distribution of capital credits to members.
- Compiles and analyzes data; prepares spreadsheets for comparison, tracking, and presentation; reconciles bank statements; develops budget amendments.
- Works with CFO to establish appropriate fund and account structures for various program activities to meet accounting guidelines and principles; oversees accounting records and

reviews expenditures and revenues periodically to ensure accuracy.

- Develops and prepares schedules, exhibits, and tables for financial reports and audits, based on accounting principles and guidelines; prepares and oversees preparation of complex audit schedules.
- Develops recommendations on operational changes in finance and throughout the organization; administers the implementation of accounting-related changes as well as system changes to ensure adequate internal control.
- Compiles monthly, quarterly and annual reports; monitors expenditures and reimbursement; prepares close-out documents.
- Prepares journal entries and assists auditor with year-end closing; serves as primary contact with auditor responding to questions, providing requested information, preparing spreadsheets, and researching accounts and general ledger entries.
- Maintains capital assets information for compliance with capital guidelines; prepares journal entries to record capital activities; calculates depreciation; organizes information for annual capital asset audit/inventory.

Additional Job Duties

Performs related duties as required.

**Recruitment and Selection Guidelines**

Knowledge, Skills, and Abilities

- Considerable knowledge of the laws, principles, practices, and techniques of budgeting and accounting in company administration, and federal, state, and local laws and policies governing fiscal operations.
- Considerable knowledge of computer applications and operations including spreadsheets and database management and presentation software.
- Considerable knowledge of computer operations and applications related to budgeting, accounting, payroll, utility billing, and financial analysis and reporting.
- Considerable knowledge of the use of spreadsheets for fiscal trends and analyses.
- Ability to understand, interpret, and apply laws, policies, grant requirements, etc. to the development and maintenance of a variety of financial records and reports.
- Ability to analyze and interpret financial data, perform trend analysis, and prepare clear and concise reports.
- Ability to use a variety of programs for the maintenance of accounting and other fiscal records.
- Ability to make arithmetic computations accurately and with reasonable speed.
- Ability to maintain accurate records and prepare a variety of reports.
- Ability to verify accounting and other financial documents and forms for accuracy and completeness.
- Ability to establish and maintain effective working relationships with department heads, outside agencies, auditors, employees, and the general public.
- Ability to communicate effectively in oral and written forms.

**Physical Requirements**

- Must be able to physically perform the basic life operational functions of stooping, reaching, walking, fingering, grasping, hearing, talking, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to move objects.
- Must possess the visual acuity to prepare data and statistics, work with accounting processes, handle proofing tasks, do extensive reading, and operate a computer terminal.

**Desirable Education and Experience**

Graduation from a four-year college or university with major coursework in public or business administration or a related field, and several years of experience in financial reporting and analysis; or an equivalent combination of education and experience. CPA candidate preferred.